

Student Personal Information

Leave of Absence Registration Form

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. It is advised that the student consult with his/her major professor, advisor, or graduate coordinator to determine what constitutes a valid justification for a leave of absence. The policy can be found at http://policy.gradschool.fsu.edu/students

It is recommended that International students first consult with the Center for Global Engagement to discuss how a leave of absence affects their immigration status.

Last Name	First Name		Middle Name	
Empl ID #/ Student ID #	FSU Email Address		Phone Number	·
Degree Level	Program			
Address During Leave	City	State	Zip Code	
 Citizenship If a non-U.S. citizen, please list Have you spoke with an advisor 		·	on-U.S. Citizen l impact your immigration sta	tus? □Yes □No
Leave Timeframe Please select all of the semesters/terms y summer term).	ou will be on a leave of absence	. The request should	not exceed three consecutive	semesters (including
Term(s) in which	h leave is requested:		ring Summer	
Term in which y	ou plan to return to FSU: \Box F	Fall	ring Summer	
Explanation for Requesting a Leave of The student must provide appropriate do	cumentation and a rationale for t			
My signature below indicates that I have facilities during my leave.	read the Leave of Absence Poli	cy and agree that I v	vill not be utilizing University	resources or campus
	Student Signature		Date	
Approval: (Print name and sign)				
Major Professor/Advisor:			Date:	
Department Chair/Unit Head:				
Academic Dean:			Date:	
Dean of the Graduate School (Appeals	s Only):		Date:	
* If approved at all levels, the College D	ean should notify the Registrar	and the Dean of th	ne Graduate School of the de	cision by forwarding

Leave of Absence Policy Approved 2/17/16

the completed form.

Leave of Absence Request Procedures

Before completing the Leave of Absence Registration Form, be sure to do the following:

	Familiarize yourself with the Leave of Absence Policy at: http://policy.gradschool.fsu.edu/students
	If you are receiving Financial Aid, you should confer with the Office of Financial Aid and review your loan agreements prior to requesting a leave of absence.
	If you are receiving external support, you should check the terms of the award to determine the impact of being on leave.
	If you are receiving in-state residency, you should contact the Registrar's Office to determine the impact of being on leave.
	If you are an international student, you should consult with the Center for Global Engagement (CGE) to determine if a leave will adversely affect your visa status.
	Consult with your graduate coordinator, advisor, and/or Dean's Office representative to find out what constitutes a valid justification for a leave of absence.
1	If, after reviewing the Leave of Absence Policy and seeking consultation, you choose to request a Leave of Absence:
	choose to request a Leave of Absence:
	 choose to request a Leave of Absence: Complete the Leave of Absence Registration Form Be sure to select all of the semesters/terms you will be on a leave. The request should not exceed 3 consecutive semesters (including summer term). Please also note the year(s) of the semester(s)/term(s) in the space provided. Provide appropriate documentation and a rationale for the leave. Attach additional
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• <u>NOTE:</u> A student who is denied a request for a Leave of Absence at any step may appeal the decision to Dean of the Graduate School.